



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING



ISMAEL AHMED
DIRECTOR

December 10, 2007

Dear Prospective Contractor:

This Request for Proposal (RFP) for the purchase of Earned Income Tax Credit services originates with the Bureau of Community Action and Economic Opportunity of the Department of Human Services (DHS). A description of the services to be provided is included within the RFP package.

Payment Terms

The Actual Cost Reimbursement payment method will be used by DHS to reimburse the cost of providing identified services.

Contract Terms and Amount

A contract for the period beginning on or around January 15, 2008 through June 30, 2008 may be awarded. Bids will be accepted for the following project:

- Provide education, outreach and tax preparation services to assist TANF-eligible households with filing for the Earned Income Tax Credit (EITC). The statewide total of funds awarded for these proposals will not exceed \$250,000. DHS is accepting bids up to \$22,000 for individual projects. Bids exceeding \$22,000 will not be considered.

The number of contract awards will be dependent on the quality and number of proposals received. DHS reserves the right to make its final award decisions based on its judgment of need, accessibility, geographic distribution, and other factors that best serve the needs of DHS. Bids that exceed the maximum annual dollar amount indicated in the RFP package will not be considered for award.

Awards made as a result of this RFP will require execution of a contract with DHS. The contract will contain standard non-negotiable General Provisions. A copy of the General Provisions is available upon request.

Rating

All proposals will be evaluated on the basis of rating criteria identified in the RFP. The most recent audit of each bidder may be reviewed by DHS to determine the bidder's fiscal viability. At its discretion, DHS may eliminate from the rating process any bidders that fail to pass this review. If the bidder has provided contractual services to DHS previously, DHS may consider reviewing monitoring and/or outcome information related to prior contracts.

Contact and Submission Information

The DHS contact person for this RFP is:

Name: Stacie Gibson

Address: 235 South Grand Avenue Ste. 1314 PO Box 30037

City: Lansing

State: MI

Zip Code: 48909

Telephone: 517-241-8054

Email Address: gibsons2@michigan.gov

The bidder must submit all inquiries via surface mail by January 4, 2008. Proposals must be submitted in person or via surface mail. Neither fax nor email transmission of proposals will be considered for award. If DHS believes that clarification of its initial material is necessary, written information will be sent to all potential bidders who were sent this package.

Each bidder must submit 6 (six) copies of its proposal. Proposals submitted in response to this RFP must be received at the following address no later than **2:00 p.m. on January 4, 2008**. Proposals received after the designated date will not be rated.

Name: Judith Clark, Bureau of Community Action and Economic Opportunity

Address: 235 South Grand Avenue Ste. 1314 PO Box 30037

City: Lansing

State: MI

Zip Code: 48909

All respondents will be notified as quickly as possible of the selection decisions.

Sincerely,

Stacie Gibson, Acting Director
Bureau of Community Action and
Economic Opportunity

The Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your county.

Authority: P.A. 2080 of 1939.
Completion: Mandatory.
Penalty: Contract Invalid

BIDDER OVERVIEW

This Request for Proposal (RFP) package contains the following elements:

1. Cover Letter
2. Purpose
3. Request for Proposal - Rating Criteria
4. Request for Proposal Policy
5. Description of Services for Bid
6. Bidder Response to DHS
 - a. Bidder Instructions: - Brief instructions for completion of materials to be returned to DHS for bid submission.
 - b. Bidder Response Section: General information about the bidder and required Statement of Intent.
 - c. Bidder Response to Be Submitted: The information to be included by the bidder for submission of a bid to DHS.
 - d. Form Locations: - General completion instructions for the Budget Statement Detail Forms. http://www.michigan.gov/dhs/0,1607,7-124-5455_7199---,00.html

PURPOSE

The purpose of this Request for Proposal (RFP) is to obtain proposals from private, non-profit, and/or public organizations to provide:

Earned Income Tax Credit (EITC) Services: Low income Michigan residents are eligible to receive an Earned Income Tax Credit (EITC). Many people are either unaware of the availability of EITC or need assistance with completion of the tax forms required to apply for the funds. The purpose of this funding is to inform eligible residents of the availability of EITC, to encourage them to apply for the funds, educate them regarding EITC eligibility and the process of applying, and provide technical assistance in completion and submission of tax forms. It is anticipated that some of the individuals and families who are eligible for the funds will have special needs which include, but are not limited to: language barriers (where English is a second language), literacy limitations, physical disabilities, etc.

Bidders must provide EITC services to clients who are eligible for TANF (see Appendix A). The contractor will be required to document client eligibility via forms provided by DHS.

REQUEST FOR PROPOSAL - RATING CRITERIA COMPONENT

Request for Proposal (RFP) proposals will be rated by a Rating Committee according to the following criteria:

I. Bidder's Experience/Qualifications

(Maximum 20 points)

A. **Agency**

1. Has bidder ever performed similar services for DHS or another grantor? How recently were services provided and for what duration? How successful were similar previous similar projects?
2. Does the bidder demonstrate successful collaborative working relationships with other relevant community systems?
3. To what degree is experience with other similar services relevant to the service(s) being bid?

B. **Staff**

1. Do staff have adequate experience and background to successfully provide services?

2. Is supervisory and administrative support adequate with respect to Appropriate:

- . Consultation
- . Back-up
- . Span of control

C. Education

Does the bidder provide an acceptable level of training for new staff and/or volunteers?

D. Staff Screening

Is the bidder's procedure for screening staff and volunteers for prior criminal activity acceptable?

E. Performance

1. If the bidder provided monitoring evaluation reports from DHS and other purchasers of similar services:
 - a. Was DHS or the grantor satisfied with the quality of services provided?
 - b. If not, did the bidder submit and implement appropriately corrective action plan?

II. Program Implementation (Work Plan)

(Maximum 45 Points)

A. Service Delivery

1. Are step-by-step procedures described in detail? Does the bidder demonstrate ability to fully implement the program?
2. Does the bidder's work plan demonstrate an understanding of the client population? Does proposal adequately describe how bidder will identify the client population and include an acceptable plan for informing eligible clients of service eligibility?

- a. Does the bidder demonstrate ability to provide services to a diverse client population?
- b. Is the bidder's plan for accommodating client barriers to accessing services adequate?
- c. Do facilities and services allow/encourage participation by clients with special needs?
- d. Does the proposal describe an acceptable approach to ensuring access to services for non-English speaking clients?

3. Client Needs

- a. Does the proposal adequately describe how the bidder will engage eligible clients and encourage a high level of participation?
 - b. Is the bidder's screening process relevant for client need, program eligibility, and intent?
 - c. Is the number of estimated clients to be served reasonable?
- 4. Does the bidder have an acceptable plan in place to assure that service will begin on the identified date?
 - 5. Does the bidder have an effective plan for recruiting staff and or volunteers?
 - 6. Does the bidder's plan for this project include effective and appropriate use of volunteers?
 - 7. Does the bidder's proposal describe in detail comprehensive activities that will successfully achieve the objectives of this program?

B. Staffing

- 1. Does the proposal demonstrate appropriate oversight/supervision of direct service staff and/or volunteers?
- 2. Does the bidder's plan for this project include effective and appropriate use of staff and or volunteers?

III. Resource Allocation

(Maximum 20 points)

- A. Are the resources (budgeted details such as salaries and supplies) reasonable to accomplish the bidder's work plan, and reasonably adequate to provide a consistent level of service throughout the life of the agreement?
- B. Are the resources identified in the narrative portion of the proposal consistent with those in the budget?
- C. Does proposal specifically identify what resources bidder has available and how it will utilize (all) those resources to facilitate accessibility (i.e., staffing allocation; communication; transportation, community contacts, etc.)?
- D. Is the quantity of resources appropriate and reasonable for the level of proposed services? Do they match?
- E. Has the bidder identified other funding and/or donated or non-cash resources to support services and use the funding efficiently? Is the source of in-kind funding a dependable, consistent source of in-kind funding?
- F. Does the proposal include unallowable costs that will impact the ability of the bidder to implement the work plan?
- G. Does proposal demonstrate that the bidder's resources can provide a consistent capacity to sustain an adequate level of service throughout life of the agreement.
- H. Is the number of direct-care staffing/volunteers hours adequate to deliver the level of needed service, as identified in both the fiscal and narrative portions of the proposal?

IV. Availability/Accessibility

(Maximum 15 points)

- A. Does the proposal adequately describe how bidder will provide outreach services:
 - To recruit staff and/or volunteers?
 - To inform clients of service availability and encourage participation?
- B. Is the bidder able to provide services at times when most clients can access them?
- C. Is the bidder reasonably accessible to the client population during non-traditional service hours?

- D. Is the bidder's plan for arranging/providing client transportation feasible and appropriate?

V. Price

Competitiveness in pricing will be determined using a formula that will divide the lowest bid price per unit by the bidder's price, and then multiply that by the bidder's initial score, determined through the above rating criteria.

REQUEST FOR PROPOSAL POLICY

General Information

This Request for Proposal (RFP) provides interested bidders with sufficient information to prepare and submit proposals for consideration by the Department of Human Services.

1. Contract Award

Contract award negotiations will be undertaken with those Contractors whose proposals, as to price and other factors, show them to be qualified, responsible, and capable of performing the work.

The contract entered into will be that contract most advantageous to DHS, price and other factors considered. DHS reserves the right to consider proposals or modifications thereof received at any time before award is made, if such action is in the best interest of DHS.

If a contract is awarded, the selected bidder will be required to comply with the General Provisions, which will be a part of the contract.

2. Rejection of Proposals

DHS reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of DHS. This RFP is made for information or planning purposes only. DHS does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

3. Incurring Costs

The State of Michigan is not liable for any cost incurred by the Contractors prior to issuance of a contract.

4. Inquiries

Questions that arise as a result of this RFP must be submitted in writing to the Issuing Office. All questions must be submitted on or before the date specified on the cover letter.

5. Amendment to the RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all bidders who received the original RFP.

6. Response Date

To be considered, proposal must arrive at the Issuing Office on or before the date specified in the cover letter. Bidders mailing proposals should allow normal delivery time to ensure timely receipt of their proposals.

7. Proposals

To be considered, bidders must submit a complete response to this RFP, using the format provided in the "Bidder Response to DHS". No other distribution of proposals will be made by the bidder. Proposals must be signed by an official authorized to bind the bidder to its provisions. The proposal must remain valid for at least 90 days.

8. Acceptance of Proposal Content

The contents of the proposal of the successful bidder may become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

9. Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFP. Fancy bindings, colored displays, promotional materials, and so forth are not desired. Emphasis should be on completeness and clarity of content. Proposals including any attachments (except for the separately sealed budget) **may not exceed 10 typed pages** in length and should be paginated. Font must be 12 point font.

10. Prime Contractor Responsibilities

The selected Contractor will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Further, the State will consider the selected Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

11. News Releases

News releases pertaining to this RFP on the service, study, or project to which it relates will not be made without prior State approval, and then only in coordination with the Issuing Office. This restriction does not preclude contractors from advertising the availability of EITC services in their local media outlets.

12. Disclosure of Proposal Contents

Proposals are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, No. 442).

After contract award, a summary of total price information for all submissions will be furnished upon request to those Contractors participating in this RFP.

13. Independent Price Determination

a. By submission of a proposal, the bidder certifies:

- 1) The prices of the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- 2) Unless otherwise required by law, the prices, which have been Proposed in the proposal, have not been knowingly disclosed by the bidder and will not be knowingly disclosed by the bidder or to any competitor;
- 3) No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
- 4) The price Proposed is not higher than that given to the general public for the same service.

b. Each person signing the proposal certifies that:

- 1) She/he is the person in the bidder's organization responsible within that organization for the decision as to prices being offered in the proposal, and that she/he has not participated, and will not participate in any action contrary to a. 1, 2, 3, and 4 above; or
- 2) She/he is not the person in the bidder's organization responsible within that organization for the decision as to the prices being offered in the proposal, but that she/he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to a. 1, 2, 3, and 4 above, and as their agent does hereby so certify; and that she/he has not participated, and will not participate in any action contrary to a. 1, 2, 3, and 4 above.

14. A proposal will not be considered for award if any statement made in the proposal has the sense of deleting or modifying paragraph 13. a1). a.3) or 13.b., above. If paragraph 13.a. 2) has been modified or deleted, the proposal will not be considered for award

unless the bidder furnished with the proposal a signed statement which sets forth in detail the circumstance of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

DESCRIPTION OF SERVICES FOR BID

CONTRACTOR RESPONSIBILITIES

A. Geographic Area: The contractor shall provide services within the State of Michigan.

B. Location of Facilities

The Contractor shall provide services described herein at service centers identified by the Contractor.

C. Client Eligibility Criteria

Services are to be provided for households that have income levels at or below 200% of federal poverty level and include:

- a pregnant member, or
- a child under 18, or
- a child age 18 who is high school full time

The contractor will be required to document eligibility using the Federal Temporary Assistance for Needy Families (TANF) Eligibility Determination form (DHS-3043) attached to this RFP. If the selected contractor wishes to use an alternate form, prior written approval of the form must be obtained from DHS.

D. Services to be delivered

Earned Income Tax Credit Outreach and Education

The Contractor shall:

- a. Use Temporary Assistance for Needy Families (TANF) funds to increase the number of TANF-eligible families filing for and receiving the Earned Income Tax Credit (EITC).
- b. Provide EITC preparation and filing services to TANF-eligible clients at no cost to the client.
- c. Utilize staff and/or volunteers who are appropriately trained in tax preparation to assist clients with filing for the EITC.
- d. Provide outreach to potentially eligible EITC clients with particular emphasis on clients who have never filed for the EITC.

E. Reporting Requirements

The Contractor shall submit to DHS monthly reports that indicate the status and effectiveness of activities performed under this Agreement. The Contractor agrees to complete reports on forms provided by DHS and submit information as requested by DHS.

BIDDER INSTRUCTIONS

To receive reimbursement from the State of Michigan, a Contractor must be registered as a vendor on the Michigan Accounting and Information Network (MAIN)

To register on MAIN:

1. Click on www.cpexpress@michigan.gov and follow directions.
2. **Proof of public liability insurance** must be provided to DHS prior to the time the contract is executed (issued). A copy of the policy or a letter from your insurance company (on letterhead) must be provided. If you currently do not have liability insurance, a letter from an insurance company (on letterhead) indicating that application for this insurance has been made may be submitted with the bid. However, proof of insurance must be provided prior to any contract being signed. If liability insurance cannot be obtained, justification must be submitted.
3. If portions of the services are being subcontracted, the bidder must identify the services the subcontractor will perform and provide all information requested, as it applies to both the bidder and the subcontractor(s).

A contractor is responsible for the performance of the subcontractor who is held to the same standard of quality and performance as the contractor. Raters of bid proposals will consider the qualifications of both the contractor and subcontractor when making contract award recommendations.

BIDDER RESPONSE SECTION

Complete the following Bidder Information Sheet. Bidder Information Sheet should be affixed to the top of the bidder response and included with each copy that is submitted to DHS.

Bidder Information Sheet

1. Bidder Name: _____
2. Please describe the geographic area to receive services by the bidder. Include in your description the name of the county or counties in which services will be provided. If services will not be provided to the entire geographic area of the county or counties, clearly indicate which portions of the county or counties are included in the service area
Geographical Location: _____

3. Federal Identification Number (for agency): _____
or
Social Security Number (if individual): _____
4. Bidder Mailing Address: _____

Bidder Email Address: _____

Bidder Fax Number: _____
5. Type of Organization: (Check one). Individuals are private proprietary
____ private, non-profit ____ private, proprietary ____ public
6. Bidder's representative who is the authorized negotiator for the bidder:

(Name) (Telephone Number)
7. # of Clients anticipated to be served: _____
8. # of actual EITC claims anticipated to be filed as a direct result of this project:

9. Statement of Intent

The bidder hereby assures that the Request for Proposal has been reviewed by the organization's governing body and that body has authorized submission of a proposal; that the person identified above as "bidder's representative who is the authorized negotiator" has been authorized by the governing body to represent the organization for the purposes of the submission of a proposal and contract negotiation; and that the organization intends to provide services according to the information contained in this Request for Proposal, if selected and funded to do so.

Further, the bidder acknowledges that the General Provisions have been read, reviewed and understood.

Signature of Organization
President or Director

Date

Typed Name of Organization
President or Director

Date

BIDDER RESPONSE TO BE SUBMITTED

Provide responses to the following. Identify each section by title and answer all questions in each section. Bidder's entire response to all sections (excluding separate sealed budget) may not exceed 10 typed pages in length.

General Information

- a. Indicate primary purpose/function of the bidder's organization.
- b. List all locations that will be involved in providing service.
- c. List all contracts with DHS in the past 2 years. Please identify by contract number.

I. Bidder Experience/Qualifications

Provide the following information:

If a portion of the services is being subcontracted, provide all information requested below, as it applies to both the bidder and the subcontractor(s).

NOTE: If portions of the services are being subcontracted, the bidder must identify the services the subcontractor will perform.

The contractor is responsible for the performance of the subcontractor, who is held to the same standard of quality and performance as the contractor. Raters of bid proposals will consider the qualifications of both the contractor and subcontractor when making contract award recommendations.

A. Agency

1. For each agency, prepare a narrative description of prior experience, providing the following information:

Has the agency received a previous TANF-EITC contract award from DHS?

- If yes, list the contract number, the contract period and amounts reimbursed for each previous contract:
- List the number of EITC claims anticipated and the actual EITC claims filed as a result of each previous contract:

2. If the agency has operated other EITC or tax preparation or similar programs in the previous three years, please describe those projects including:

- A description of any involvement in partnerships or coalitions,
- The number of EITC claims anticipated and the number of EITC claims actually filed in previous tax preparation contracts. Also list the average cost per claim filed as determined by the total funds expended divided by the total number of claims filed.

B. Staff

Identify the positions staff will fill if the contract is awarded to the bidder.

1. Identify whether positions are currently filled or will be hired. For current direct service staff, also describe specific experience staff have as it pertains to the services to be provided (completion of applicable training or workshops, etc.) and minimum experience requirement for each position.
2. Identify specific experience current supervisory staff have as it pertains to the services to be provided (possession of applicable licenses, completion of applicable training or workshops, etc.) and minimum supervisory and direct care experience requirement for each position.

C. Education

1. Identify and describe minimum requirements for initial staff or volunteer training.
2. Identify and describe current requirements and/or plans for on-going staff training in tax preparation.

D. Staff Screening

Identify the procedures used to screen staff and volunteers for prior criminal activity.

E. Performance

1. Include copies of monitoring evaluation reports from DHS for which services relevant to this RFP have been provided. If findings are identified on a monitoring report include the corrective action plan (not letters of reference).
2. Include copies of monitoring evaluation reports from any agencies for which services relevant to this RFP have been provided. If findings are identified

on a monitoring report include the corrective action plan (not letters of reference).

II. Work Plan (Program Implementation)

A. **Service Delivery**

In narrative form, please describe how the bidder would implement the program described by DHS. Include the following information and identify each section by number and heading indicated below.

1. Prepare a description of the way in which service would be provided to a client.
 - a. List each step, process, or activity a typical client would encounter in successfully completing the service (similar to a program flow chart). Include in your description the type of tax preparation software to be used, if any, and indicate whether and how client tax returns will be electronically filed.
 - b. Clearly indicate how you will ensure completion and retention of the TANF Eligibility Determination form (DHS 3043) in order to document that client households are TANF eligible (at or below 200% of federal poverty level and include a pregnant member, or a child under 18, or a child age 18 who is high school full time). Identify steps and time frames.
 - c. How do facilities/services allow/encourage participation by clients with special needs: i.e. language barriers (where English is a second language), literacy limitations, physical disabilities, etc.?
2. Once the contract is awarded, indicate how long it will be before you or your agency will be able to provide service (be specific, i.e., 30 days, 45 days, etc.) Confirm ability to provide service on the identified date.
3. Describe your plan to coordinate services with other community agencies. Identify the agencies, services, level of coordination and, and history with the agencies.

Single or multiple agencies may apply. If you are applying as the lead agency on behalf multiple agencies that will be working collaboratively on this project, **include a partnership agreement for each agency that will be working on the project.** The partnership agreement must state that the collaborating agency agrees to have the lead agency apply on their behalf and that the collaborating agency will not submit a proposal on their own or

in conjunction with any other group. An authorized representative of the collaborating agency must sign the partnership agreement. As a fiduciary (lead) agency, you will be required to adhere to DHS requirements related to monitoring, payment oversight, and other activities related to oversight of subcontractors.

4. Describe your plan to recruit volunteers.

B. Staffing

1. Provide an organization chart that shows the structure that will be used to provide services if the contract is awarded. This should show who in your organization will be responsible for reporting to the DHS Contract Administrator (CA). Please make sure position titles on the organizational chart match title designations referenced elsewhere in the proposal.
2. Provide information about the roles and responsibilities of identified positions in the provision of service.
3. Describe your plan to ensure ongoing availability of volunteers.

III. In-Kind Resource Allocation

In-kind funding or resources are not required but DHS may give preferential consideration to proposals that include in-kind.

If in-kind resources will be provided through another source, provide the following:

- Source of funding or resource
- Amount of funding or resource
- Degree of assurance regarding reliability and availability of funding or resource for the duration of the contract period

IV. Availability/Access

A Outreach

1. Indicate ability and plan to provide outreach services to clients to make them aware of services and encourage them to participate.
2. Specify normal hours of business and indicate ability and willingness to

provide additional hours at other times or days if necessary.

B. Transportation

1. Describe access to public transportation as it pertains to clients' ability to access services in bidder's service area.
2. Indicate ability to arrange transportation for clients to receive services, such as provision of bus-tokens, use of bidder-owned vehicles, etc.

V. Price

Complete the following Budget Cover Sheet (attached) and a Budget Statement (CM-468) and related Budget Detail Sheets in accordance with instructions. The bidder should complete the Budget forms only for the contract period.

Budget form (CM-468) and instructions are located at:

http://www.michigan.gov/documents/CM-468ex_15681_7.xlt

Two sets of budget documents (Budget Cover Sheet, CM-468 with detail sheets) must be submitted in a separate sealed envelope. Budget documents may be mailed to DHS in the same package as the rest of the proposal but they must be in a separate sealed envelope within the package.

Budget Cover Sheet

Submit this cover sheet with budget documents in a separate sealed envelope.

1. Bidder Name: _____
1. Total proposed contract (bid) amount for this project: _____
2. Number of clients anticipated to be served in this project: _____
3. Number of EITC claims anticipated to be completed and filed as a direct result of this project: _____
4. Average total cost of each anticipated EITC claim filed as a direct result of this project (answer in number 2 divided by answer in number 4): _____

Appendix A

TANF POVERTY GUIDELINES EFFECTIVE JANUARY 24, 2007

Size of Family Unit	200% of Poverty Annual Income
1	\$ 20,420
2	\$ 27,380
3	\$ 34,340
4	\$ 41,300
5	\$ 48,260
6	\$ 55,220
7	\$ 62,180
8	\$ 69,140
Add for each additional member \$ 6,960	

Size of Family Unit	200% of Poverty 30 Day Income
1	\$ 1,702
2	\$ 2,282
3	\$ 2,862
4	\$ 3,442
5	\$ 4,022
6	\$ 4,602
7	\$ 5,182
8	\$ 5,762
Add for each additional member \$ 580	

FEDERAL TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) ELIGIBILITY DETERMINATION

Michigan Department of Human Services

Name of Agency	DHS Contract No: (if applicable)	Date of Service
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Service Requested (check all that apply)	
<input type="checkbox"/> Disaster Relief <input type="checkbox"/> Earned Income Tax Credit	<input type="checkbox"/> Direct Support Services <input type="checkbox"/> Other:

SECTION A – Sections A and B are to be completed by the applicant.

Applicant	Case No. (if applicable)
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Question 1: Are you pregnant or have at least one child living in your home, related by blood, marriage or adoption, who is under age 18 or 18 and attending high school full time.

☐ Yes, live with child # Adults _____ # Children _____
 ☐ Yes pregnant ▶ Go to question 2.

Question 2: Which of the following does your family receive? (check all that apply).

☐ Family Independence Program ☐ Medicaid ☐ WIC ▶ If you did not check any program, go to question 3.
☐ Food Assistance ☐ Child Care ▶ If you checked any program, go to Section B.

Question 3: Circle your family size (from question 1 above) on the chart below and check YES or NO to the question about your income. Income means the money you or other family members receive. Examples are: earnings before deductions, Social Security benefits, Supplemental Security Income, other disability benefits, unemployment benefits, pensions or other Retirement Benefits, Workers Compensation, Child Support, etc.

If Your Family Size Is	Is Your Monthly Income Less Than	Yes	No	If Your Family Size Is	Is Your Monthly Income Less Than	Yes	No
1	\$1,702	<input type="checkbox"/>	<input type="checkbox"/>	6	\$4,602	<input type="checkbox"/>	<input type="checkbox"/>
2	\$2,282	<input type="checkbox"/>	<input type="checkbox"/>	7	\$5,182	<input type="checkbox"/>	<input type="checkbox"/>
3	\$2,862	<input type="checkbox"/>	<input type="checkbox"/>	8	\$5,762	<input type="checkbox"/>	<input type="checkbox"/>
4	\$3,442	<input type="checkbox"/>	<input type="checkbox"/>	9	\$6,342	<input type="checkbox"/>	<input type="checkbox"/>
5	\$4,022	<input type="checkbox"/>	<input type="checkbox"/>	10	\$6,922	<input type="checkbox"/>	<input type="checkbox"/>

SECTION B – To the best of my knowledge, the information given above is accurate and complete.

Signature of Applicant	Date:
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SECTION C – Determination of Eligibility – Completed by contractor or DHS worker.

Note: This family is eligible for TANF funding if Yes is checked in Question 1 and any box is checked in Question 2, or Yes is checked in Question 1 and a Yes box is checked in Question 3.

Is this family eligible for the TANF funded services?

☐ Yes ☐ No

DHS Worker or Contractor Signature	Date:
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In accordance with Federal law and U.S. Department of Agriculture (USDA) and U.S. Department of Health and Human Services (HHS) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. Under the Food Stamp Act and USDA policy discrimination is prohibited also on the basis of religion or political beliefs.

To file a complaint of discrimination, contact USDA or HHS. Write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). Write HHS, Director, Office for Civil Rights, U.S. Department of Health and Human Services, Room 506-F, 200 Independence Avenue, S.W., Washington D.C. 20201 or call (202) 619-0403 (voice) or (202) 619-3257 (TTY). USDA and HHS are equal opportunity providers and employers."

AUTHORITY: Soc. Sec. Act, Title IV, Part A.
 COMPLETION: Voluntary
 PENALTY: No TANF Services

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